

Approved For Release 2002/01/08 : CIA-RDP80-00473A000300070010-5

28 March 1977

MEMORANDUM FOR: Chairman, ADMAG

STATINTL

FROM : [REDACTED]

SUBJECT : Minutes of ADMAG Business Meeting, 24 March 1977

1. ADMAG members present at the business meeting held 24 March were:

STATINTL



Training  
Security  
Data Processing  
Medical Services  
MG  
Logistics  
Personnel

STATINTL

2. Letters of Instruction were the topic of discussion. Results of the LOI survey in each component were reviewed. [REDACTED] will prepare a memorandum on the survey findings which will be reviewed at the next meeting prior to forwarding to Mr. Blake.

3. The next meeting will be held 5 P.M., 6 April 1977, in the Office of Medical Services Conference Room.

STATINTL



Approved For Release 2002/01/08 : CIA-RDP80-00473A000300070010-5

11 March 1977

## MEMORANDUM FOR THE RECORD

STATINTL

FROM : [REDACTED]  
SUBJECT : Minutes of ADMAG Business Meeting, 9 March 1977

The following ADMAG members attended the business meeting 9 March 1977, in the Office of Medical Services Conference room:

STATINTL



Chairman

Training  
Data Processing  
Medical Services  
MG  
Logistics  
Personnel

This meeting had been called to begin preparation of a response to Mr. Blake on Letters of Instruction. Due to the absence of several members it was decided to delay preparation of our response until the next meeting. ADMAG members are requested to complete the surveys of their respective components and summarize the elicited responses to the eight questions asked. These summaries will form the basis for the memorandum to Mr. Blake. In the event a member is unable to attend the next meeting, it is requested that a summary of responses be forwarded to [REDACTED] by COB 22 March.

STATINTL

A general discussion on the meeting time and attendance took place. While those members present were in agreement with a 5 P.M. starting time, it will be discussed again at the next meeting to ensure the time affords all members an opportunity to attend.

The next meeting will be held in the Office of Medical Services Conference Room 5 P.M., 24 March 1977.

STATINTL



Approved For Release 2002/01/08 : CIA-RDP80-00473A000300070010-5

9 February 1977

## MEMORANDUM FOR THE RECORD

STATINTL

FROM :

[REDACTED]  
ADMAG RECORD

SUBJECT : Minutes of ADMAG Business Meeting, 7 February 1977

The following ADMAG members were present at the business meeting 7 February 1977 in the Office of Medical Services Conference Room:

STATINTL

[REDACTED] Chairman

Training  
Security  
Data Processing  
Medical Services  
MG  
Logistics  
Personnel

Discussion centered on the method to be used in eliciting employee perceptions of Letters of Instruction. It was decided that employees from each office level will be included in the sample and a standard list of questions will be used by ADMAG members (see attachment). Responses should be brought to the next meeting when we will begin preparation of a response to Mr. Blake on the subject. The next meeting will be held in the Office of Medical Services Conference Room 5 P.M., 9 March 1977.

STATINTL

[REDACTED]

Approved For Release 2002/01/08 : CIA-RDP80-00473A000300070010-5

QUESTIONAIRE

SUBJECT : LETTERS OF INSTRUCTION (LOI)

1. Do you know what an "LOI" is?
2. Do you have a current "LOI"?
3. As presently used, do they accomplish a useful purpose?
4. If your answer to #3 is no, could they serve a useful purpose?
5. Should the "LOI" procedure be changed?
6. How should it be changed?
7. Should an "LOI" be used for evaluation purposes?
8. Do you think the system of "LOI's" should be discontinued?

Approved For Release 2002/04/08 : CIA-RDP80-00473A0003000700010-5

SENDER WILL CHECK CLASSIFICATION			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	ADDA	1 APR 1977	<i>W</i>
2			
3	DDA	APR 1977	<i>[Signature]</i>
4	EO - DDA	5 APR 1977	<i>[Signature]</i>
5	[REDACTED]		
6	<i>[Signature]</i>		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
DDA 77-1780			
<b>Remarks:</b>			
Mr. Blake:			
1. In your note to ADMAG, 28 October 1976, you indicated some areas in which ADMAG might interest itself. One of these was LOI's. The attached minutes of recent meetings addresses the LOI issue and also includes a questionnaire which has been on a sampling basis distribution throughout DDA offices. Responses are in, and [REDACTED] (OTR) is collating the information now.			
2. This information would probably be of interest to [REDACTED] in drafting LOI guidelines.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
[REDACTED] EO/DDA		30 Mar	
02/01/08 : CIA-RDP80-00473A0003000700010-5			
CONFIDENTIAL		SECRET	